

**THE CONSTITUTION  
OF THE  
HISTORICAL SOCIETY OF FOREST PARK**

**PREAMBLE**

1. The Historical Society of Forest Park was founded on Sunday, October 12, 1975.

**ARTICLE I - NAME**

2. The corporate name of this organization is "The Historical Society of Forest Park," Hereinafter the "Society."

**ARTICLE II - PURPOSE**

3. The mission of this Society shall be to bring together those people interested in the history of Forest Park. The Society encourages volunteerism as a foundation block for participation.

4. The Society's major function will be to discover and collect any materials, which may help to preserve and/or illustrate the history and collective heritage of the area. Historical artifacts to be collected, documented, and archived will include printed material, manuscript material, oral accounts and interviews. Acting as Curator, the Society will preserve museum materials; such as, pictures, film, video tape, photographs, paintings, portraits, scenes, aboriginal relics, and material objects illustrative of life conditions, events, and activities of the past and the present.

5. The Society will provide for the preservation of such material and for its accessibility, as far as may be feasible, in order to foster public education and share with all Society members and public who wish to examine or study it.

**ARTICLE III - GOVERNMENT**

6. The government of the Society is vested in its voting members, who exercise the right to control in all its affairs. All active members, whose dues are current, eighteen (18) years and over, shall have the right to vote.

**ARTICLE IV - MEMBERSHIP**

7. Membership in this Society shall be open to any person.

**ARTICLE V - MEETINGS**

8. Board meetings shall be held monthly, except when temporarily suspended by vote of the Society, and at such other times as may be deemed expedient to meet the needs of the Society.

9. The Annual Meeting of the Society shall be held on or before October 31 each year and is open to all who wish to attend. The purpose of this meeting shall be to receive yearly reports of officers, to elect officers, transact business, project plans for the new

year, and consider any other matters which may properly come before the meeting. Notice of the meeting shall be given email or by special letter at least 14 days prior to the meeting date.

10. Special meetings of the Society may be called by any officer for matters pertaining to their office. Due notice shall be given 48 hours preceding the day of meeting, or by mail at least five (5) days prior to the date of the meeting or both. Notices of special meetings shall specify the items of business to be presented. The call of the meeting shall be submitted to the Society Secretary in writing and signed by the officer issuing the call.

11. Committees created by the Society for the undertaking of special projects shall have the right to call a Committee meeting. The call shall be signed by the Chairman of the Committee and state the purpose for which the meeting is being called. Such committees shall be under the supervision of and report to the Board of Directors.

12. Members entitled to vote shall constitute a quorum for any regular or special meeting of the Society except for purchasing, mortgaging or selling Society property, or for amending this Constitution, when a quorum shall consist of a simple majority.

13. A majority vote of the members present shall ordinarily be decisive, except when a three-quarters vote of all voting members present shall be required.

14. The Fiscal Year shall commence October 1st.

15. All business meetings shall be conducted according to "Robert's Rules of Order."

#### **ARTICLE VI - OFFICERS AND BOARDS**

16. The Officers of the Society shall be a President, a Vice President, a Secretary, and a Treasurer. In addition, there will be up to five (5) Directors. All elected officers shall be members of the Society, and not hold more than one elective office.

17. The following officers and boards require members to be of age eighteen (18) or older:

President, Vice President, Secretary, and Treasurer.

18. The President and all elected board and committee members shall be elected for a two year term, and not be eligible for re-election after serving three full terms until the lapse of one year. Terms of the Treasurer and Secretary, shall be for two (2) years and each may succeed himself without limitations of time. Effective October 2013, the Executive Board will be elected among the Board of Directors.

19. The President is the principal officer of the Society. The President shall preside at all business meetings of the Society and be chairman of the Society Board of Directors. In the event of their absence, the members present shall elect a Chair for that meeting.

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President shall see that all meetings are conducted in a business-like and orderly manner.

Other duties and responsibilities of the President are detailed in subsequent paragraphs of this Constitution.

20. The Secretary shall keep a faithful record of the proceedings of all Society meetings. The Secretary shall keep an up-to-date register with addresses of the members of the Society with dates and modes of their reception and removal; give legal notices of all meetings when such notices are required; conduct all correspondence so far as this is not otherwise provided for, and perform such other duties as are prescribed by law or as usually pertain to the office of a Clerk or Secretary of an assembly. (Where another secretary is employed certain of these duties may be assigned to the secretary and a full report given to the Society Secretary before the Annual Meeting or at such other times as they be required by the Society Secretary).

21. The Treasurer shall receive all moneys and dues of the Society contributed for its support, and promptly deposit all such funds in the name and to the credit of the Historical Society of Forest Park, in such depository or depositories as shall be designated by the Board of Directors. The Treasurer shall pay all bills of the Society on order from the President. The Treasurer shall keep accurate account of all receipts and disbursements and render a full report to the monthly meetings of the Society Board of Directors. Books and records to be available at all reasonable times for inspection by any society member.

22. The financial records are to be kept in accordance with good accounting practices and shall be subject to the approval of the Board of Directors. The Treasurer shall provide a monthly report for the board's review and an Annual Report for the Membership.

#### **ARTICLE VII - GENERAL**

23. New organizations may be formed with the consent of the Board of Directors upon proper application, stating the purpose and proposed form of the organization.

#### **ARTICLE VIII - AMENDMENTS**

24. This Constitution may be altered or amended by a two-thirds vote of the voting members present at any regular or special meeting, provided a notice specifying the time and substance of the proposed amendment shall have been given at least 30 days prior to vote.

25. The By-Laws may be amended by a majority of voting members present. A minimum of 3/4 voting members are required to constitute a quorum.

### **BY-LAWS**

#### **MEMBERSHIP**

1. Any person, family, or organization interested in the history of Forest Park who applies

for membership and who tenders the necessary dues shall become a member for one year.

Each family and organization shall have one vote.

2. Dues for individual members shall be \$25.

3. Dues for senior citizens (who are 65 or older) shall be \$15.

4. Dues for a family (husband and wife, or parents with minor children) shall be \$35.

5. Dues for organizations shall be \$50.

6. Annual dues shall be payable by the time of their yearly renewal. (The fiscal year starts October 1.) Members in arrears more than three months after payment is due shall be dropped from the membership.

### **BOARD OF DIRECTORS**

7. Regular Board meetings of the Society shall be held monthly.

8. Special Board meetings may be called by any member of the Board.

9. Simple majority of the active Board members of the society shall constitute a quorum. An emergency keeping a Board member away from a meeting should be reported to the President in advance and deemed by him/her as an emergency.

10. The President shall have executive supervision over the activities of the society within the scope provided by these bylaws. The President shall preside at all meetings, report annually on the activities of the Society, and shall appoint the members of committees and delegates not otherwise provided for allowing electronic communication.

11. The Vice President shall assume the duties of the President in the event of absence, incapacity, or resignation of the President. In addition, the Vice President should be chairman of the Materials Committee. Other duties can be assigned by the President and/or the Board of Directors.

12. The Secretary shall keep the minutes of the meetings of the society and of the Board of Directors, maintain a list of members and render an annual report. These minutes must be kept in a bound record book and in a secure place.

13. The Treasurer shall be responsible for the safekeeping of society funds and for maintaining adequate financial records. The Treasurer shall deposit all moneys received with a reliable banking company in the name of The Historical Society of Forest Park in a timely manner. Monies shall be paid out by checks signed by the Treasurer and the President and/or by the Secretary. The Treasurer will collect dues and revenue, and shall render an annual report based on the fiscal year (starting October 1).

14. The Board of Directors shall have the power to conduct all affairs of the society; including the power to hire staff and contract professional services, as deemed necessary and allocated for in the budget. Staff hiring is pending Society operations and is to comply with professional standards.